

**INTERNATIONAL TRADE ADMINISTRATION
FY 2003 Year End Close Procedures Explanations**

Item	Description	Executed By	Due Date	Explanations
1. p. 2	Terminology <ul style="list-style-type: none"> - Definitions of terms specifically related to this document - Acronyms of terms specifically related to this document - Current list of Resource Coordinators for each program area - Transaction Codes specifically used in this document 			<p>Brief description of terminology used throughout procedures.</p> <p>Brief description of acronyms used throughout procedures.</p> <p>Program areas assigned Resource Coordinator.</p> <p>Brief list of transaction codes used throughout procedures.</p>
2. p. 4	Fund Controls Overview <ul style="list-style-type: none"> - All open obligations should be reviewed and monitored by Resource Coordinators and validity determined on the obligated and unliquidated balances. - Supporting documentation must be available for each entry in FFS as of 9/30/03. - Resource Coordinators must ensure that obligating documents are properly recorded in FY2003. - The ITA503, No Year Financial Summary Report should be used to verify the status of obligations. - Year-end adjustments including expenditures and revenues must be promptly processed. 	<p>Resource Coordinators</p> <p>Program Areas</p> <p>Resource Coordinators</p> <p>All</p> <p>Program Areas</p>		<p>Examples of open obligation documents include: contracts, purchase orders, travel authorizations, etc.</p> <p>Examples of supporting documentation include: invoices, travel orders, etc.</p> <p>This should be done to avoid upward adjustments.</p> <p>The ITA503 show the current year spending against the current year financial plans.</p> <p>To ensure timely processing, fax NBC any changes daily.</p>

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	<ul style="list-style-type: none"> - OFM Budget Division must submit to NBC all changes to the budget apportionments and allotments. 	Budget Analyst	No later than Wed., 9/24/03	To ensure that NBC has the latest budget information.
3. p. 5	Obligations – Non Travel <ul style="list-style-type: none"> - NOAA procurement must submit all obligating documents or requests for de-obligations to NBC. - Obligations will not be established for requisitions that the procurement office did not make awards for by 9/30/03. 	NOAA Procurement All	No later than Fri., 10/3/03	NOAA procurement offices must overnight obligations daily to NBC, starting Sept. 24, 2003. A requisition is not valid documentation to establish an accrual or obligation.
4. p. 5	Travel <ul style="list-style-type: none"> - Trip specific and blanket travel orders that are still open may remain obligated through 9/30/03. - De-obligations need to be forwarded by Resource Coordinators to NBC for travelers not traveling before 9/30/03. - Resource Coordinators should encourage program personnel to submit travel vouchers within 5 days after travel. - No Year End Accrual forms should be completed for TDY travel (NBC will automatically accrue in FFS). - Blanket Travel Orders may need increases to the obligated amounts to cover travel costs that will not be vouchered until after the end of the fiscal year. After processed in FFS, the accrual will be recorded 	All Travelers Resource Coordinators Resource Coordinators Resource Coordinators Resource Coordinators	No later than Fri., 10/3/03	Travelers need to clearly mark FINAL on the last voucher submitted. ITA143 Unliquidated Obligations By Organization Certification Report lists open travel orders. This will eliminate delays in recording the expenditures in FFS. The automated accrual process will be based on FY2003 outstanding TDY travel orders and accrue on the portion of the travel that will occur through September 30. These transactions will reduce the obligation amount and establish an accrual or accounts payable amount.

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	<p>as a Year End (YE) document type. The document number will be the assigned ITA travel order number.</p> <ul style="list-style-type: none"> - Resource Coordinators must establish accruals for Permanent Change of Station (PCS) travel costs incurred prior to September 30, 2003, but the voucher will not be received by NBC by Friday, September 12, 2003, and record amounts on the Unliquidated Obligations by Organization Certification Report. - Travel orders prepared during the latter part of September for travel that will occur after September 30, 2003, will be obligated in FFS under FY 2004 business. 	<p>Resource Coordinators</p> <p>NBC</p>	<p>No later than Fri., 9/26/03, to Wendy Fark</p>	<p>Resource Coordinators can use the ITA143 Unliquidated Obligations by Organization Certification Report, as of August 31, 2003, to estimate the dollar amount of each PCS obligation that will be received by September 30, 2003. Send to: Wendy_A_Fark@NBC.GOV</p> <p>FY 2004 begins Oct 1, 2003 and ends September 30, 2004.</p>
5. p. 6	<p>Year-End Accruals - Payroll</p> <ul style="list-style-type: none"> - NBC will record <u>actual expenses</u> for pay period 0317 . - A payroll <u>accrual</u> of 170% will be posted as of pay period 0317 to reflect labor costs through the end of September 2003. - NBC will reverse the payroll accrual of 170% for pay period 0317 and record actual expenses for pay period 0318. - A payroll accrual of 70% will be posted as of pay period 0318 to reflect labor costs through the end of September 2003. 	<p>NBC</p> <p>NBC</p> <p>NBC</p> <p>NBC</p>	<p>Mon., 9/22/03</p> <p>Mon., 9/22/03</p> <p>Fri., 10/3/03</p> <p>Fri., 10/3/03</p>	<p>0317 is pay period 17 in FY2003, which consists of dates August 24, 2003 through September 6, 2003.</p> <p>The 170% accrual represents the last 17 workdays of the fiscal year.</p> <p>0318 is pay period 18 in FY 2003, which consists of dates September 7, 2003 through September 20, 2003.</p> <p>The 70% accrual represents the last 7 workdays of FY2003. This final accrual amount for the pay period will be reflected in the September close reports run on October 6, 2003.</p>

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	<ul style="list-style-type: none"> - ITA Headquarters Personnel will present to ITA Budget Division the Cash Award Report. - ITA Budget Division will work with Resource Coordinators to determine the accounting codes to assign each cash award accrual listed on the Cash Award Report. - After pay period 0318 has been recorded, ITA Budget Division will need to determine if adjustments to the Cash Award Report is needed. - ITA's Office of Human Resources Management must submit the dollar amount of the Annual Leave Liability to NBC. 	<p>All Headquarters Budget Analyst</p> <p>Budget Division Resource Coordinators</p> <p>Budget Division</p> <p>Office of Human Resources Management</p>	<p>Fri., 9/19/03</p> <p>Tues., 9/30/03</p> <p>Wed., 10/8/03</p> <p>No later than Fri., 9/26/03</p>	<p>Cash Award accruals will be based on the remaining amount of each Deputy Assistant Secretary's approved cash award pool after pay period 0317 is processed.</p> <p>This is to be submitted to NBC to ensure correct coding.</p> <p>This was based on pay period 0317. Adjustments need to be submitted to NBC.</p> <p>This can be obtained after pay period 0317 by Human Resources requesting a report from NFC or going into the NFC website: http://www.nfc.usda.gov/</p>
6. p. 7	<p>Year-End Accruals – Non-Payroll</p> <ul style="list-style-type: none"> - Resource Coordinators must establish accruals for goods/services ordered (that formal documentation was prepared) during FY2003 that are recorded as unliquidated obligations on the ITA 143 Report, as of June 30, 2003, and submit to Accounting. - NBC will establish accruals for those goods/services orders from July 1, 2003 through September 30, 2003. Resource Coordinators will not have to complete any accrual documentation for any obligations they certified on their ITA 143 Report. 	<p>Resource Coordinators</p> <p>NBC</p>	<p>No later than Fri., 8/1/03</p>	<p>Coordinators should estimate the dollar amount of each obligation that will be received by September. 30, 2003, and record that amount on the ITA143 Report. Submit to C. Bush/R. Allen</p> <p>This will be accomplished by reviewing the contract, purchase order, training order, memorandum of understanding and/or reimbursable agreement for terms of delivery and estimating the amount of each obligation that will be received by September 30, 2003.</p>

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	<p>Amount to Accrue is not Obligated in FFS</p> <ul style="list-style-type: none"> - Resource Coordinators and OOMS must establish accruals for those goods/services ordered during FY2003 (that formal documentation was not issued but received) by September 30, 2003, but not yet paid. A Year End Accrual form must be completed for these accruals and submitted to the budget analyst. The budget analyst must then submit to NBC. 	Resource Coordinators OOMS	No later than Fri., 10/3/03	Examples include: utilities, courier bills, medical payments, and storage.
	<p>Citibank – Credit Card Purchases</p> <ul style="list-style-type: none"> - NBC will process the September 21, 2003 Credit card invoice in FFS. 	NBC	No later than 9/30/03	ITA does not need to complete a Year End Accrual form for the September 21 Citibank statement.
	<ul style="list-style-type: none"> - Credit Card purchases made September 22, 2003 through September 30, 2003 will automatically be accrued if posted by Citibank, by Thursday October 2, 2003. 	NBC	Thursday, October 6, 2003	The accrual will be reflected in the Oct 6 Document Direct reports.
	<ul style="list-style-type: none"> - Purchases not posted by Citibank by October 2, 2003, must be accrued by Resource Coordinators and OOMS Personnel. Cardholders can view their statements using CITIDIRECT online, to ensure all purchases made prior to September 30, 2003, were posted to their account. 	Resource Coordinators OOMS	No later than Fri., 10/ 3/03	Year End accruals must be submitted through the budget analysts.
	<ul style="list-style-type: none"> - If purchases made on September 21, 2003 Citibank invoice needs to be moved from the default cost account* to another cost account, the approving officials need to submit the September 21, 2003, Cardholder Statements to NBC. 	Citibank Cardholders	No later than Fri., 10/3/03	*All purchase cardholders have a unique default cost account set up with Citibank. Initially, all charges are sent to each cardholders default cost account for Citibank purchases. The cardholder indicates on their statement which account code should be charged for line

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				items on the statement. NBC then moves the charges from the default cost account to the correct account code.
7. p. 9	Advice of Corrections <ul style="list-style-type: none"> - All Advice of Corrections documents are due. 	Resource Coordinators Budget Analyst Accounting Staff	No later than Fri., 10/3/03	Overnight daily to NBC starting September 26, 3003, to ensure processing into FFS.
8. p. 9	Interagency Agreements <ul style="list-style-type: none"> - Resource Coordinators and ITA Budget Analysts must ensure that all Interagency Agreements, where ITA is the receiving agency and represent a use funds, have been properly prepared, assigned an agreement number, and obligated in FFS. - Resource Coordinators and ITA Budget Analysts must review all current Interagency Reimbursable Agreements, where ITA is the servicing agency and represent a source of funds. - Agreements must be reviewed to ensure all charges are valid and the agreements amounts have not been over-expended. - If additional funding will not be received, adjustments to move to another funding source must be received by NBC. 	Resource Coordinators Budget Analysts Resource Coordinators Budget Analysts Resource Coordinators Budget Analysts Resource Coordinators Budget Analysts	No later than Wed., 9/24/03 No later than Wed., 9/24/03 No later than Wed., 9/24/03 No later than Fri., 10/3/03	To verify and ensure that the correct information has been posted in FFS. To ensure the appropriate reimbursable authority. Agreements that have been over expended will have to either have the agreements modified to obtain additional funding or will have to move the over expended charges to another funding source. Be sure the have appropriate signatures on documents submitted to NBC.
9. p. 9	Internet Payment and Collections System (IPAC) Charges			

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	<ul style="list-style-type: none"> - NBC will process IPAC charges. - NBC will be in telephone contact with Resource Coordinators, OOMS, and Accounting to identify and distribute current undistributed IPAC charges. All undistributed charges must be cleared. - Resource Coordinators and OOMS must establish accruals for IPAC charges that were obligated as of June 30, 2003, but will not be billed by another Federal Agency by September 30, 2003. 	<p>NBC</p> <p>NBC, OOMS, Resource Coordinators Accounting</p> <p>OOMS, Resource Coordinators</p>	<p>Through Tues., 9/30/03</p> <p>No later than Fri., 10/3/03</p>	<p>IPAC refers to any type of cost or service that is provided to ITA by another Federal Agency.</p> <p>Detail data needs to be provided in a timely manner to ensure proper posting.</p> <p>NBC will estimate accruals for any Federal orders established July 2, 2003 through September 30, 2003.</p>
10. p. 10	<p>Billings/Accounts Receivable/Unearned Revenue</p> <ul style="list-style-type: none"> - Ensure all miscellaneous FY 2003 billing documents are received in the NBC. - Amounts (accounts receivable) due from external parties for Trade Events and Information Products will be obtained from the E-Menu System. - Ensure the most accurate accounts receivable figure. - Ensure that the E-Menu Accounts Receivable Report is received in the NBC. 	<p>Resource Coordinators OOMS</p> <p>Jerry Jones NBC</p> <p>FCS TD</p> <p>FCS TD</p>	<p>By COB Wed., 9/24/03</p> <p>No later than Fri., 10/3/03</p> <p>By COB Wed., 10/8/03</p>	<p>Examples of billing documents include Debit Vouchers, Gifts & Bequests.</p> <p>Jerry Jones is the point of contact for the E-Menu System.</p> <p>All collections received in HQ, field offices or by foreign posts through COB on September 30, 2003 must be posted in E-Menu.</p> <p>FCS and TD must work together so that the information from E-Menu is current and accurate.</p>

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	<ul style="list-style-type: none"> - E-Menu will be used to determine year-end Unearned Revenues amounts. - Ensure that the E-Menu FY 2003 Collections Report is received in the NBC. 	<p>FCS Export Promotion Services Office</p> <p>FCS Export Promotion Services Office</p>	<p>No later than Fri., 10/3/03</p> <p>By COB Wed., 10/8/03</p>	<p>FCS Export Promotion Services Office must review all FY 2003 financial activities and ensure all activity is reflected in E-Menu.</p> <p>Jerry Jones should confirm that all collections are entered in the E-Menu System.</p>
11. p. 11	<p>Collections</p> <ul style="list-style-type: none"> - Resource Coordinators must ensure that the few collections not being made by credit card or lockbox are received at NBC. - The majority of the collections must be sent to lockbox. 	<p>Resource Coordinators</p> <p>All</p>	<p>No later than Tues., 9/23/03</p> <p>No later than Tues., 9/30/03</p>	<p>These September dates will ensure a correct balance with Treasury at year-end.</p> <p>Program Areas must submit the collections as soon as they are received.</p>
12. p. 11	<p>Capitalized Property</p> <ul style="list-style-type: none"> - NBC will continue to review the property reports for any current year purchases of capitalized equipment. - NBC will contact ITA personnel requesting missing documentation to support current year capital purchases. - NBC will request missing documentation on a weekly basis. - NBC will request missing documentation daily basis. - Supporting documentation for purchases made prior to September due. - Supporting documentation for September purchases due. 	<p>NBC</p> <p>NBC ITA personnel</p> <p>NBC ITA personnel</p> <p>NBC ITA personnel</p> <p>NBC ITA personnel</p>	<p></p> <p>Beginning 8/2003</p> <p>Beginning mid 8/2003</p> <p>By, COB 9/8/03</p> <p>By, COB 10/3/03</p>	<p>Mostly vehicles or leasehold improvements.</p> <p>Supporting documentation includes invoices, purchase orders, etc.</p> <p>Supporting documentation includes invoices, purchase orders, etc.</p> <p>Supporting documentation includes invoices, purchase orders, etc.</p> <p>Supporting documentation includes invoices, purchase orders, etc.</p>

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13. p. 11	FY 2004 Business <ul style="list-style-type: none"> - FFS will be available for data entry of FY 2004 obligations and payments. - Year-end FFS closing process withdraws unobligated authorities for no-year funds from FY 2003 and posts a carryover to F 2004. These funds must be redistributed at the start of FY2004. 	NBC, All Program Areas NBC	Mon., 10/6/03	NBC/ITA staff can start inserting information into the FFS for FY 2004. This carryover process zeroes out any prior years funding, thus negating any availability for prior year spending. This process is at the appropriation level only, so the lower budget level tables reflect the budget availability as of Sept. 30, 2003.
14. p. 11	Year End Accrual Form Instructions <ul style="list-style-type: none"> - The Year End Accrual form must be used to record year-end accrual information for PCS travel and non-obligation payments. 	All Program Areas		Accrual forms should only be completed for amounts greater than \$1,000.